

City of Fort Worth, Texas Job Description

Classification Title	Code Compliance Supervisor		
Job Code:	PR1281	Job Family:	Professional
Pay Grade	611	Date Created:	07/06/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Supervises, assigns, reviews and participates in the work of employees responsible for one of the following divisions in the Code Compliance Department:

When assigned to Code Compliance: investigating complaints and enforcing municipal codes and zoning ordinances including the minimum housing standards, environmental health, solid waste, illegal dumping and zoning ordinances

When assigned to Consumer Health: inspecting food service establishments, child care facilities, public swimming pools and spas, hotels and motels

When assigned to Animal Control: enforcing State and City laws, ordinances, and regulations pertaining to animal control

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Reviews and analyzes reports, citations, inter-departmental requests and mailings.
3. Responds to inquiries and complaints; provides information to neighborhood associations and community members; responds to internal and external customer service requests; provides support for local, state and federal enforcement agencies; and works closely with other departments to provide outstanding customer service.
4. Develops new programs and processes to increase departmental efficiency and effectiveness. Develops educational and training programs; and creates documents for external dissemination to promote compliance with city and state regulations.
5. Acts as Code Compliance liaison to city commissions, associations and organizations. Prepares and submits reports with analysis to senior management; prepares and submits cases for review; and prepares reports for evaluation of programs.

6. Conducts detailed accident investigations, as needed. Ensures the safety and welfare of employees and citizens involved; and adheres to proper Human Resources procedures.
7. Controls and maintains departmental equipment through tracking and oversight. Ensures safe use of equipment.
8. Assists in the development and oversight of assigned division budget. Monitors and controls expenditures.
9. Prepares and testifies in the more complex cases in local, state and federal courts.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operational characteristics, services and activities of a code compliance, consumer health or animal program, as applicable.
 - Principles, practices, methods and techniques of inspection and investigation.
 - Principles of supervision, training and performance evaluation.
 - Occupational hazards and standard safety practices.
 - Methods and techniques of conflict resolution.
 - General construction methods.
 - Complex record keeping and file maintenance systems.
 - Methods and techniques of performing field inspections.
 - Principles of report preparation.
 - Various departmental structures and goals.
 - Principles of budget preparation.
 - Advanced legal procedures.
 - Departmental budget limits for particular programs and processes.
 - District, division and departmental processes and directives.
 - Office equipment including computers, and supporting word processing and spreadsheet applications.
 - Mobile field computer applications.
 - Current training methods and practices.
 - Pertinent federal, state and local laws, codes and regulations.
- **Skill in:**
 - Conflict resolution.
 - Organization and time management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise, organize and review the work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.
 - Interpret, explain, and enforce department policies and procedures.

- Interpret, communicate and enforce applicable federal, state and city codes, ordinances, and regulations related to zoning and other public safety and health issues.
- Perform complex code inspection and enforcement activities.
- Prepare clear and concise reports.
- Prepare and administer program budget.
- Recognize internal training deficiencies.
- Perform mathematical computations.
- Prepare and maintain inventory tracking and control system.
- Prepare sketches and related building drawings.
- Operate office equipment, including computers and supporting word processing and spreadsheet applications.
- Establish and maintain effective working relationships.

QUALIFICATIONS

Minimum:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

High school diploma or G.E.D. supplemented by specialized training in one or more of the following fields: animal control, code compliance or enforcement, health inspections, public health or building/construction trades and four years of experience in one or more of the following disciplines: animal control, code compliance (direct code enforcement of field inspection), building or construction trades, zoning or health inspections, including one year of administrative and supervisory experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

When assigned to Code Field Operations: State of Texas Enforcement Officer Certificate required.

When assigned to Animal Control, the Animal Control Officer Basic Certification through the Texas Department of State Health Services is required.

When assigned to Consumer Health, valid Texas registration as a sanitarian is required.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

When assigned to Consumer Health: Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

When assigned to Code Compliance: Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

When assigned to Animal Control: Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.